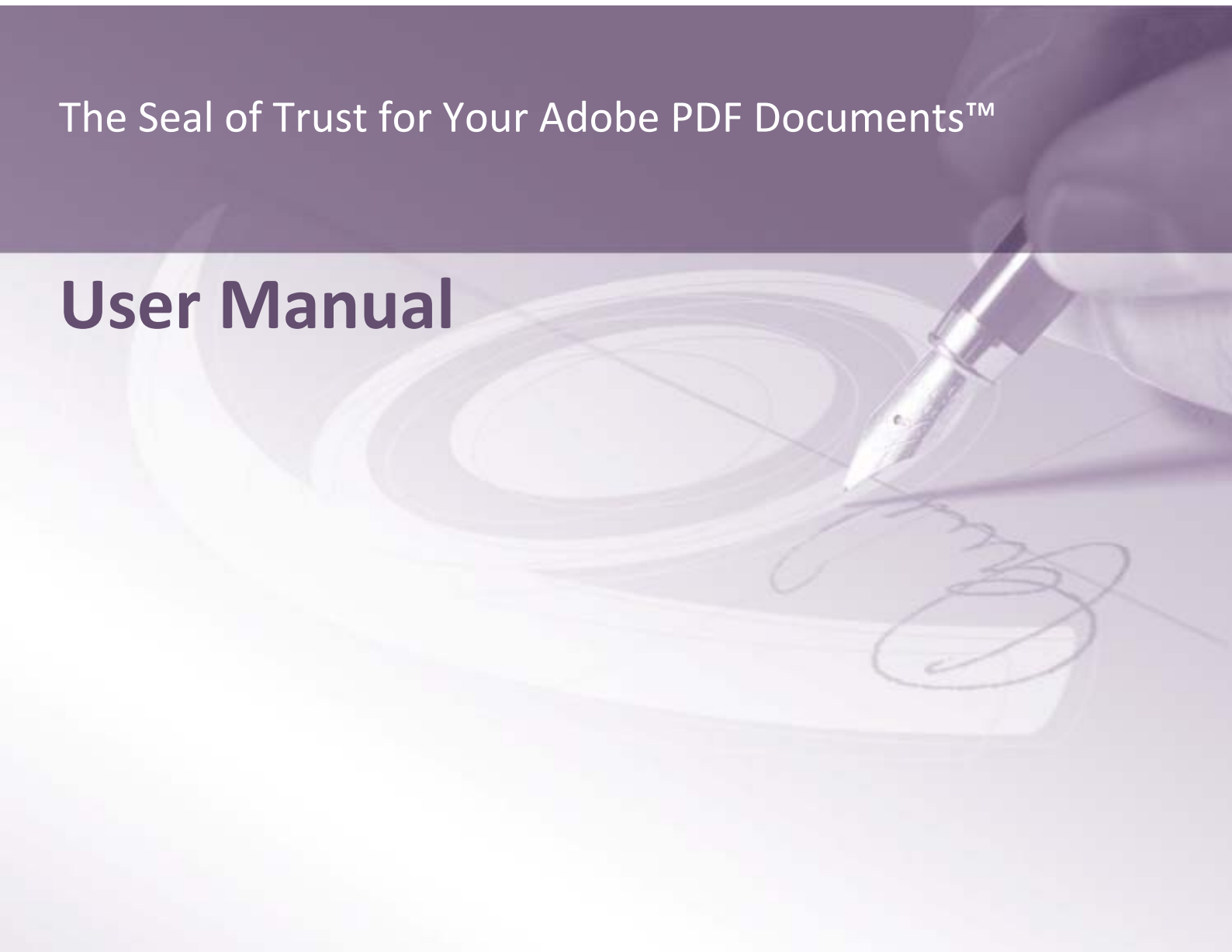




The Seal of Trust for Your Adobe PDF Documents™

User Manual



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Prerequisites

In order to run the SpeediSign™ application you must enable JavaScript Security Settings within the Adobe Acrobat Professional application. If you haven't already done so, please follow these steps. Otherwise, proceed to Page 6.

Enable JavaScript Execute Privileges

Launch the Adobe Acrobat Professional application.

Click the **Edit** Menu followed by **Preferences**.

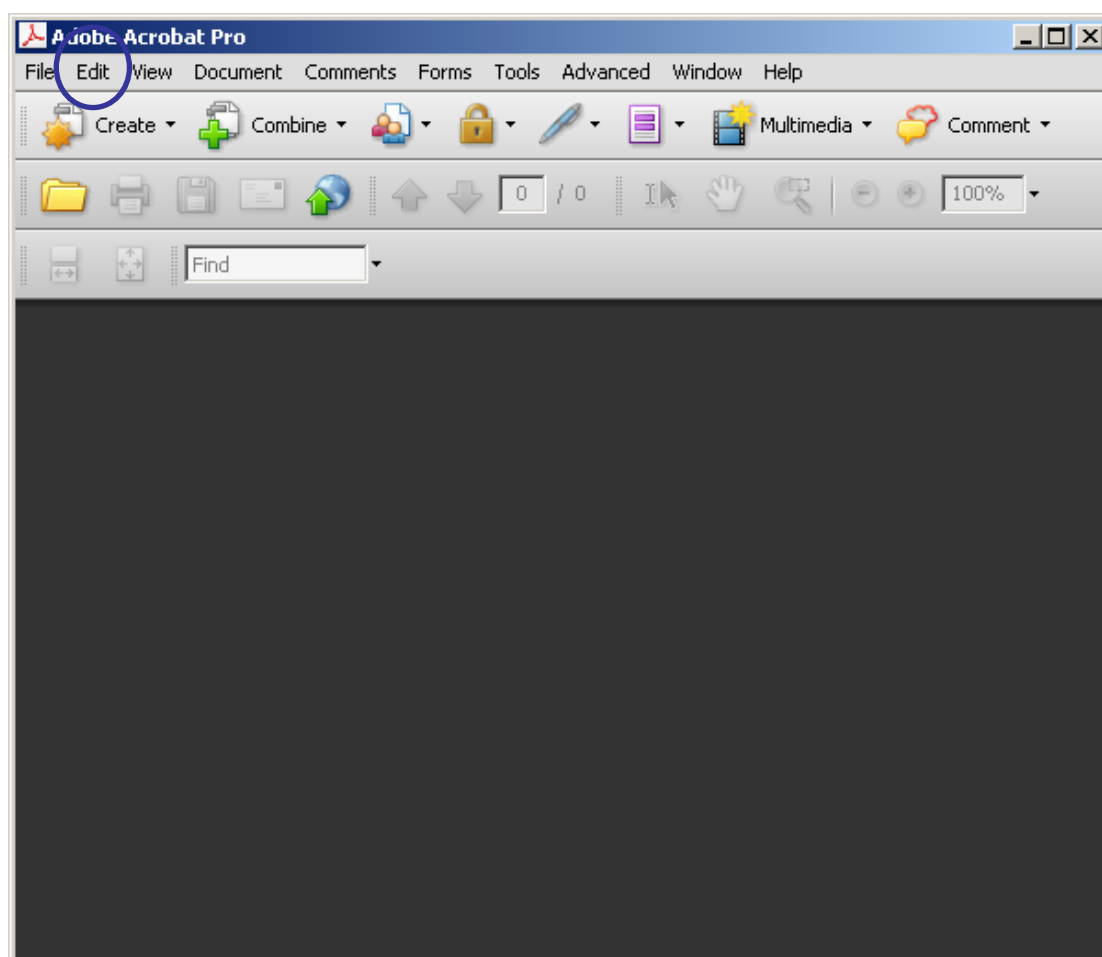


Figure 1. – Adobe Acrobat Professional – Edit Option

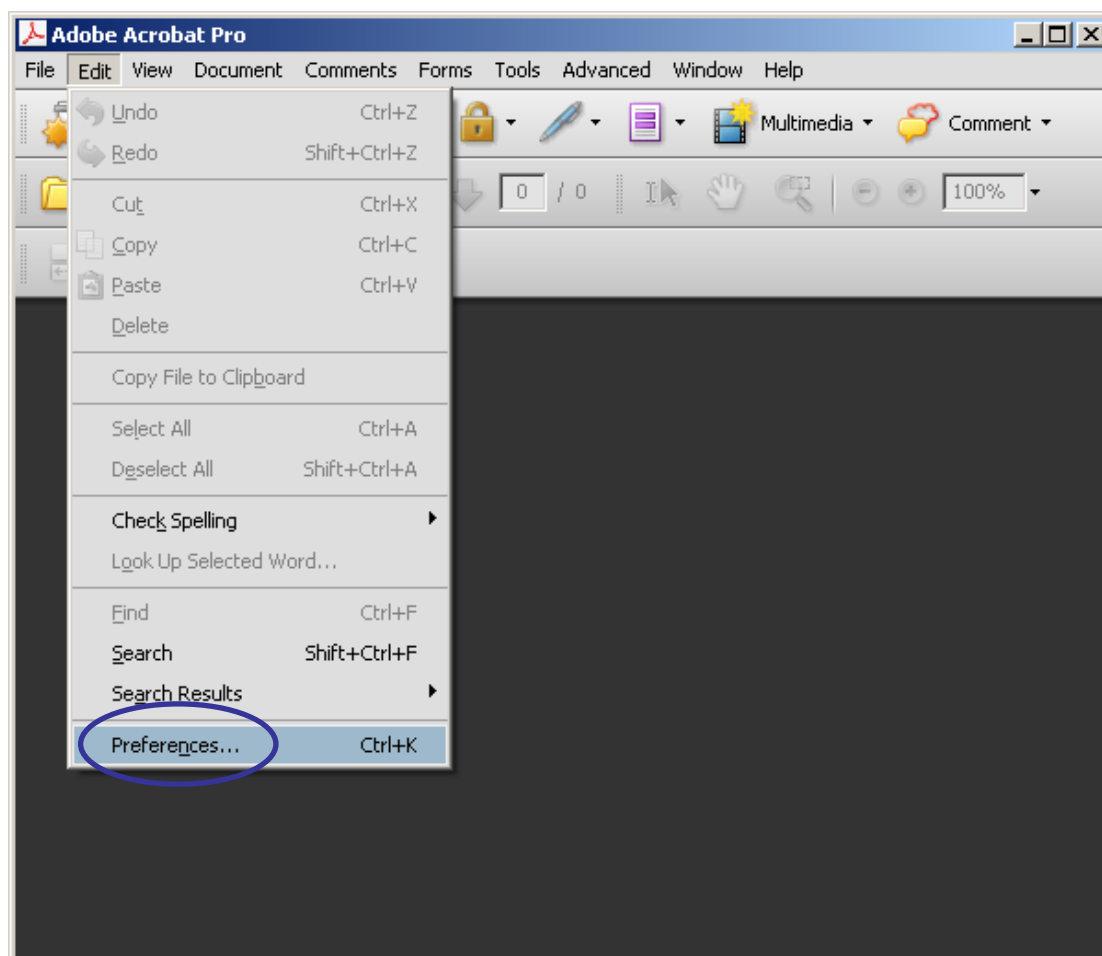


Figure 2. – Edit Menu – Preferences Option

A preferences window will appear.

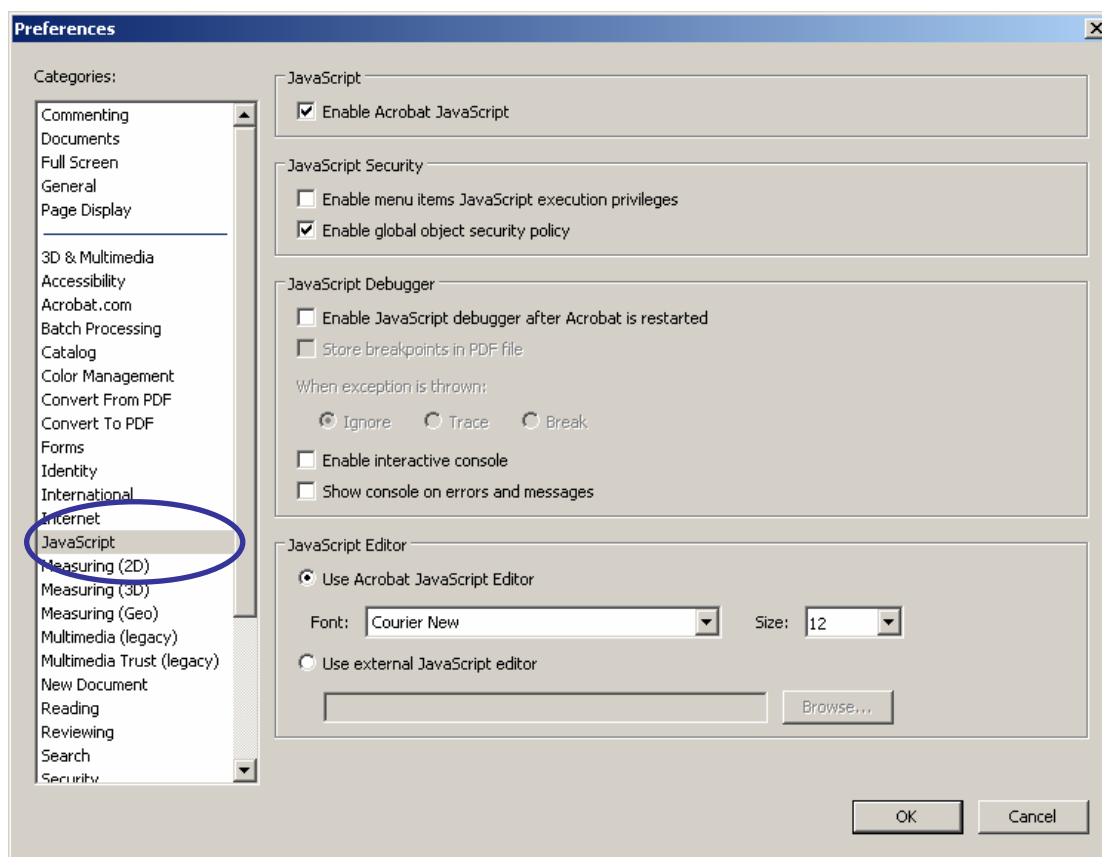


Figure 3. – Preferences window

Select JavaScript option from the Categories menu. The JavaScript options will appear on the right-hand-side.

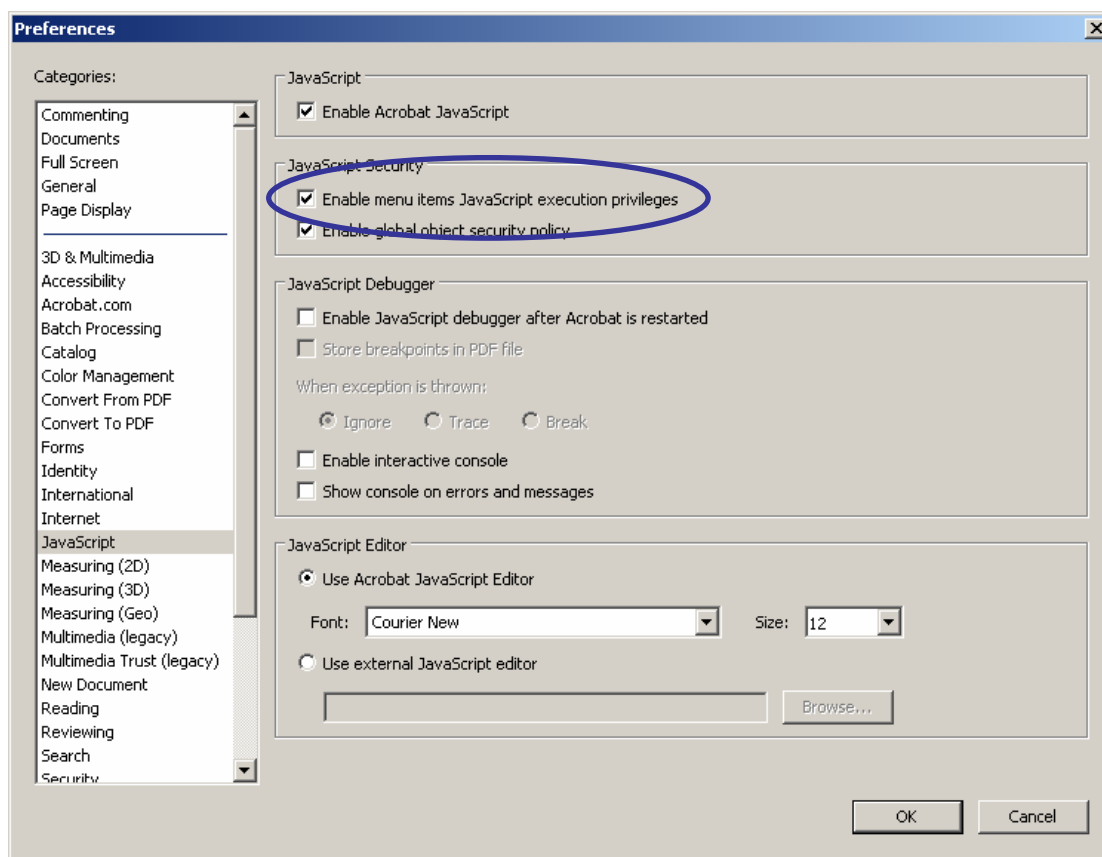


Figure 4. – JavaScript Security Settings Window

In the JavaScript Security settings, select the option to ***Enable menu items JavaScript execution privileges***.

Select **OK** and then close the Adobe Acrobat Professional application.

Start SpeediSign™

This section assumes that you have already installed SpeediSign onto your Computer. If you haven't already done so, please reference the user guide entitled **SpeediSign Setup User Guide.pdf** which is available for download at www.post.trust.ie.

Initial Start-up

To start the application, click the SpeediSign™ icon on the desktop.

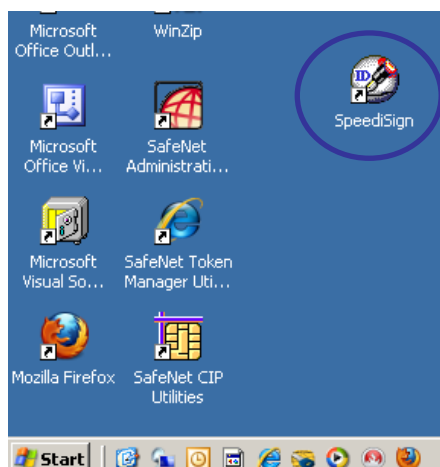


Figure 5. – SpeediSign™ Desktop Shortcut

This will open the following window:



Figure 6. - Welcome to the SpeediSign™ Wizard

This window will inform you of the signings you have used to date and the number of days remaining before your Post.Trust I.D. certificate expires.

There is a **Help** option that will bring you to the following Internet page:

<http://www.post.trust.ie/SpeediSign™/faq.html>

Click **Cancel** to exit the application or click **Next** to continue further and sign documents.

Section 1 - File and Folder Configuration

When you click **Next** the following screen appears;



Figure 7. - SpeediSign™ File and Folder Options

This screen displays all your options for file or folder selection, location to save signed files and option to delete original files and backup files to another location. There are also options to remove file and folder selections and reset selections.

Add Documents

To add a document for signing click the **Add Documents....** button.

When you click the **Add Documents...** button a window will appear which will allow you to browse to the files which you wish to sign.

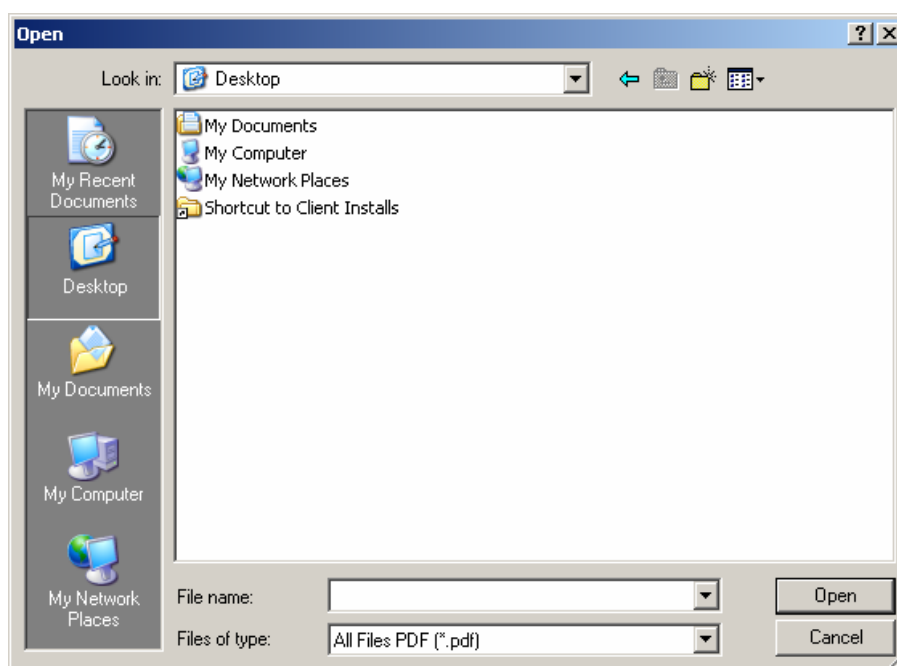


Figure 8. – Add Documents

Browse to the location where your files are. In the example below four Adobe PDF files have been selected. To select multiple Adobe PDF files hold down the SHIFT key and click the desired files.

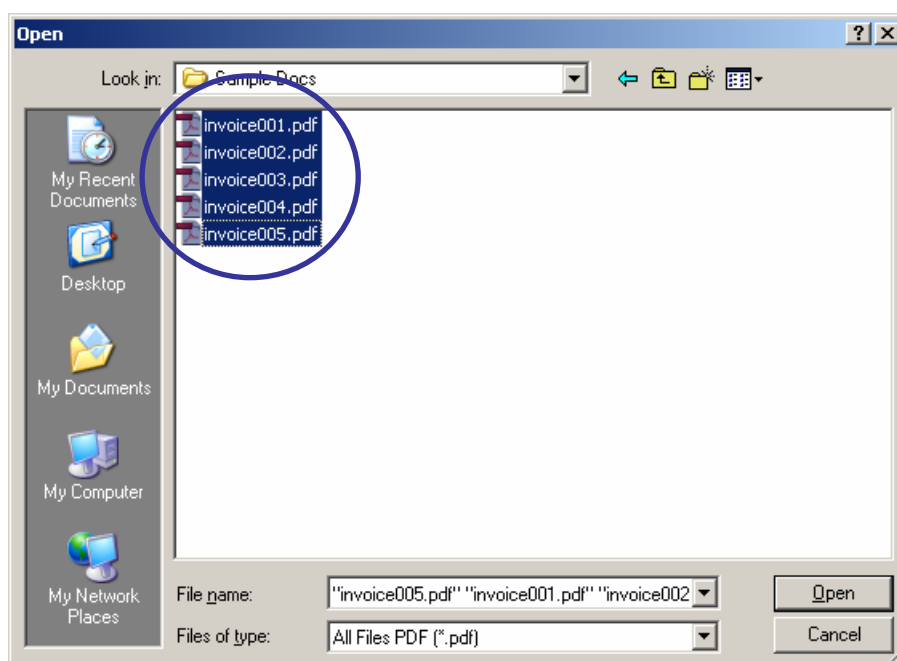


Figure 9. – Add Documents

When you have selected the files required then select **Open**.

You will be returned to the SpeediSign™ screen again and the files selected will appear listed.

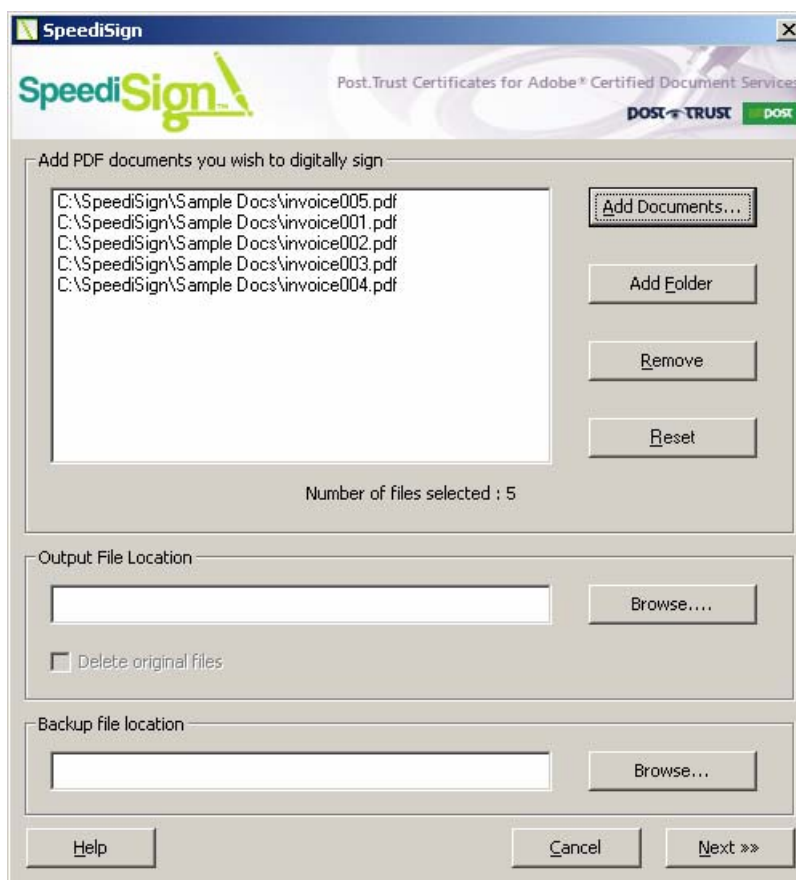


Figure 10. - Add documents View

Remove Selected Files

If you want to remove one or more of the files then click on the file path as highlighted in the example overleaf.



Figure 11. – Add documents – Select File

Now click the **Remove** button.

The file selected will be removed from the screen and the list will appear like the example overleaf.

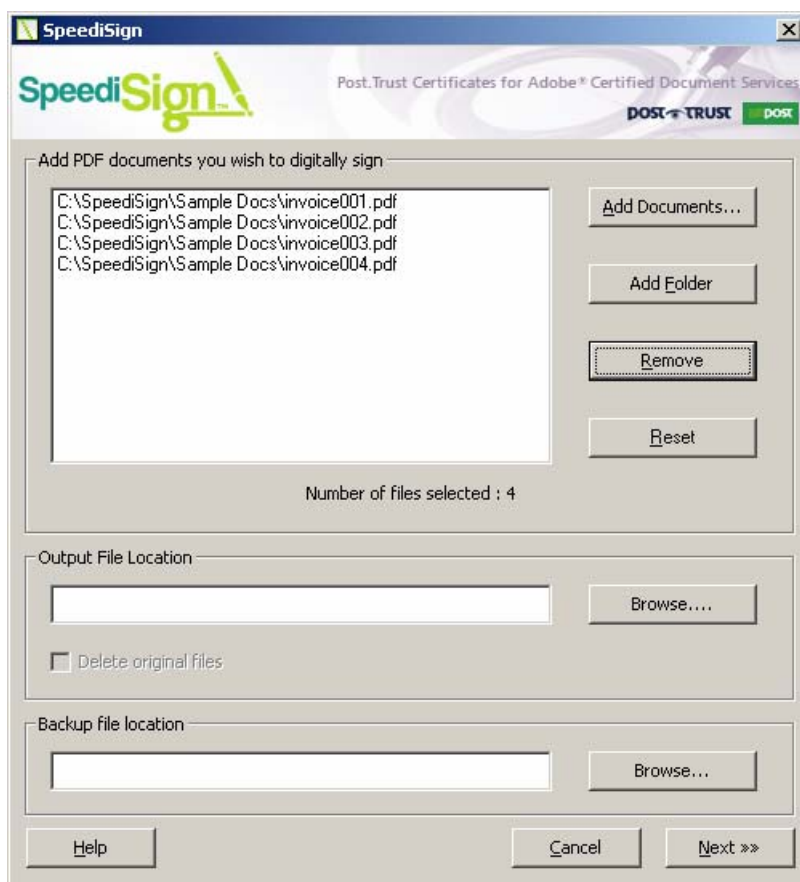


Figure 12. – Add documents View

Add Folder

To add a folder and sign all the files within that folder then click the **Add Folder** button.

A new window will appear. You must browse to the drive where your desired folder is and select it.

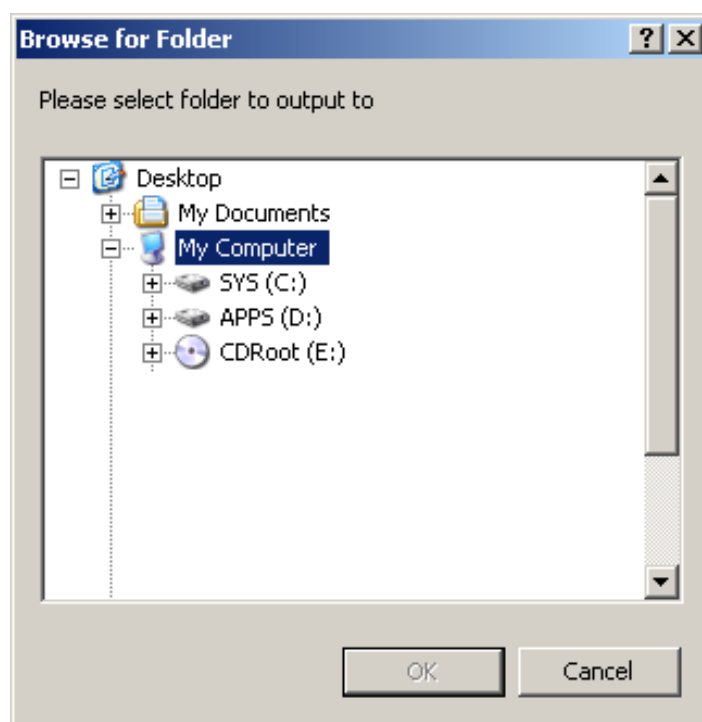


Figure 13. – Browse For Drive – Add Folder

In this example the 'Sample Docs' folder is selected.

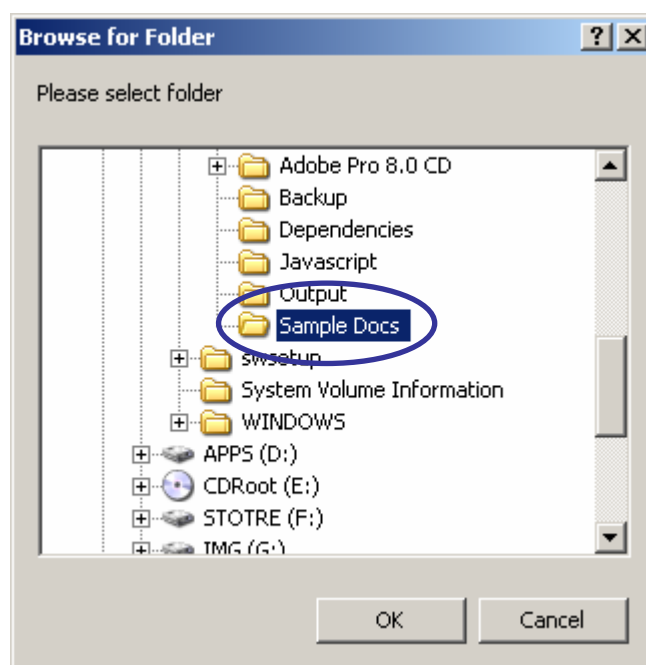


Figure 14. – Browse For Folder – Add Folder

Click **OK** when satisfied with the folder selected.

All the files in the folder will appear in the SpeediSign™ screen as per the example below.

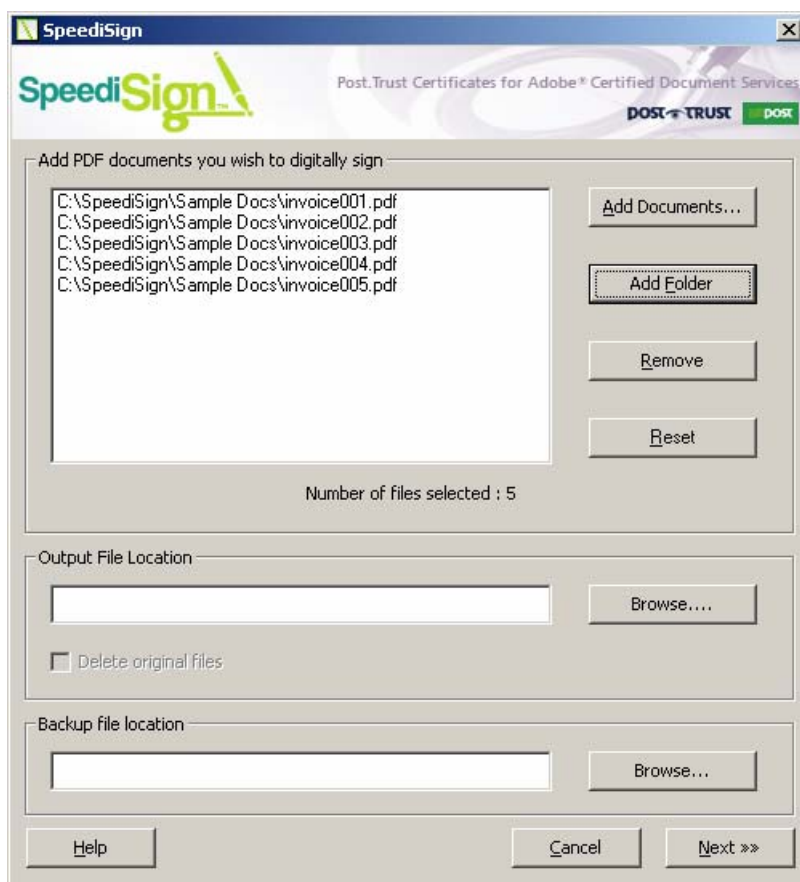


Figure 15. – Added documents – Add Folder Options

If you want to remove one or more of the files then click on the file path as highlighted in the example overleaf.

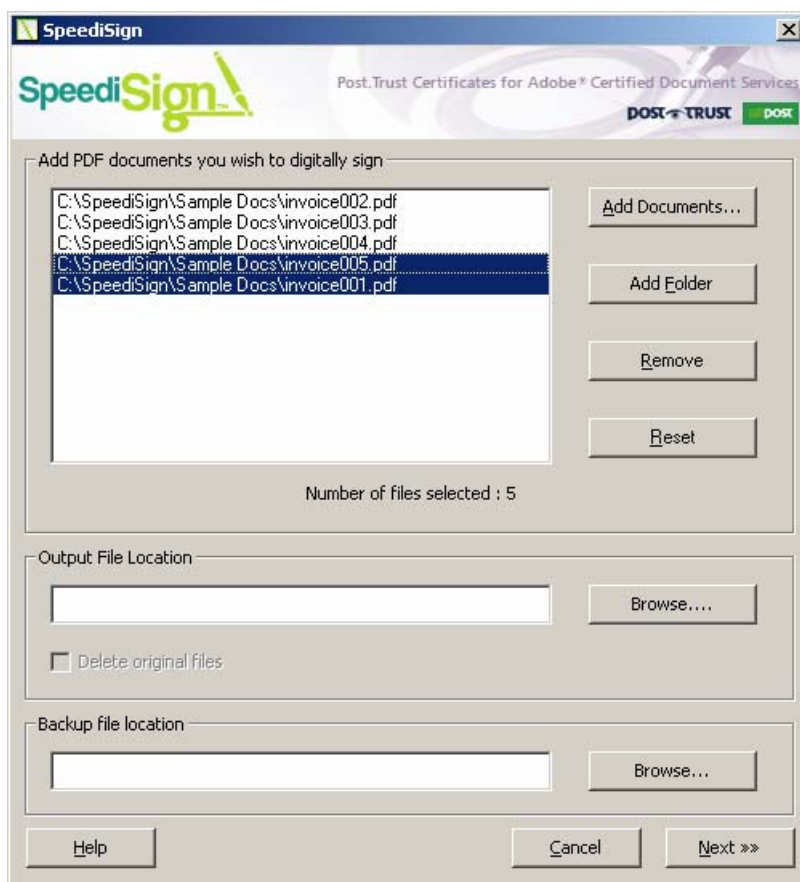


Figure 16. – Add documents – Selected Files

Now click the **Remove** button.

The file selected will be removed from the screen and the list will appear like the example overleaf.

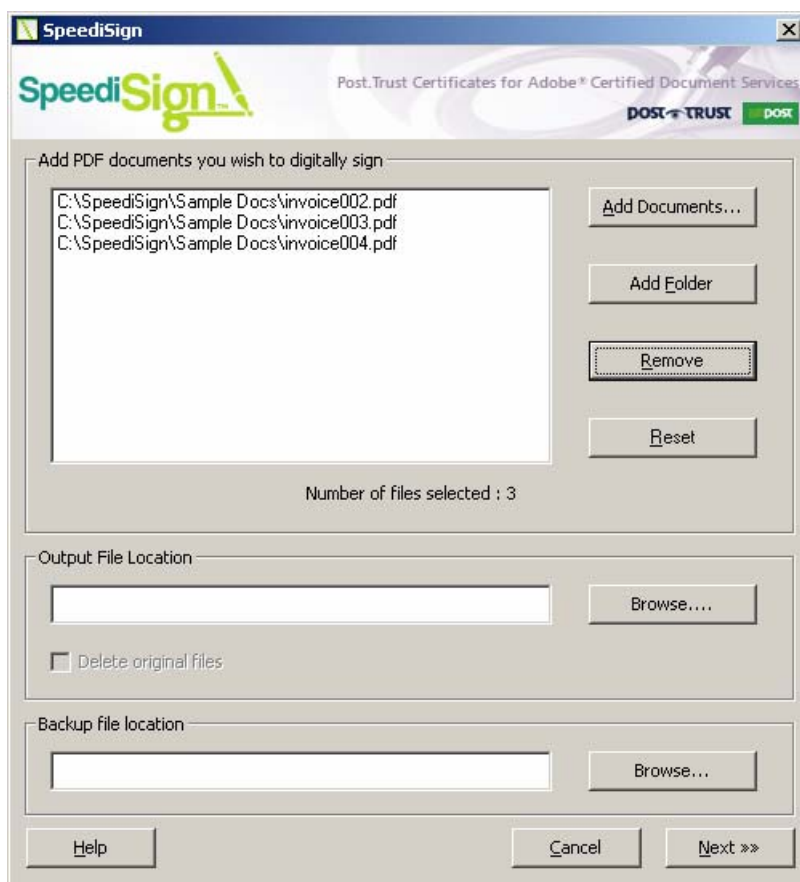


Figure 17. – Added documents

Output File Location

Once you have selected your files individually or via the folder option you also have an option to save the signed files to a specific location.

IMPORTANT: If you do **NOT** specify an output file location then the files selected will be **OVERWRITTEN** with the signed files.

To select an output file location click the **Browse...** button within the 'Output File Location'.

A new window will appear. You must browse to the drive where your desired output folder is located and select it.

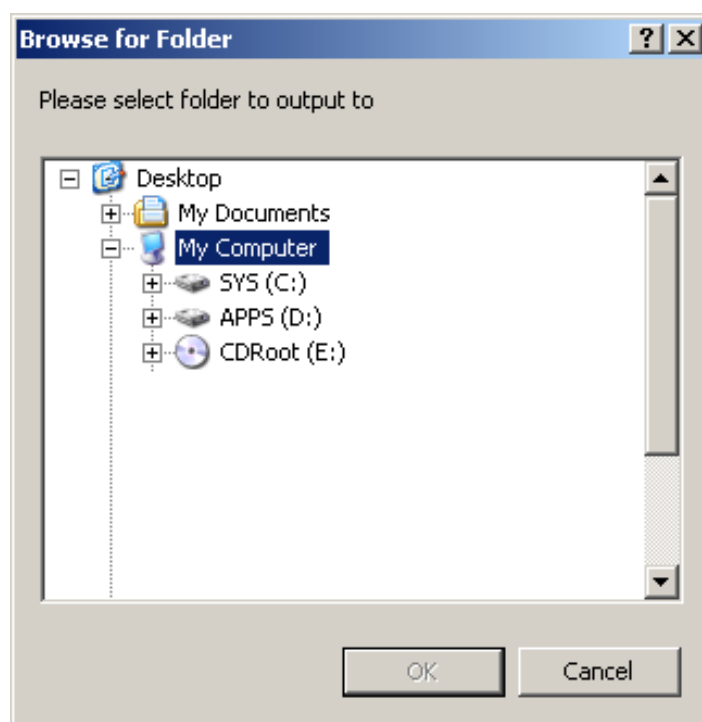


Figure 18. – Browse For Drive – Output File Location

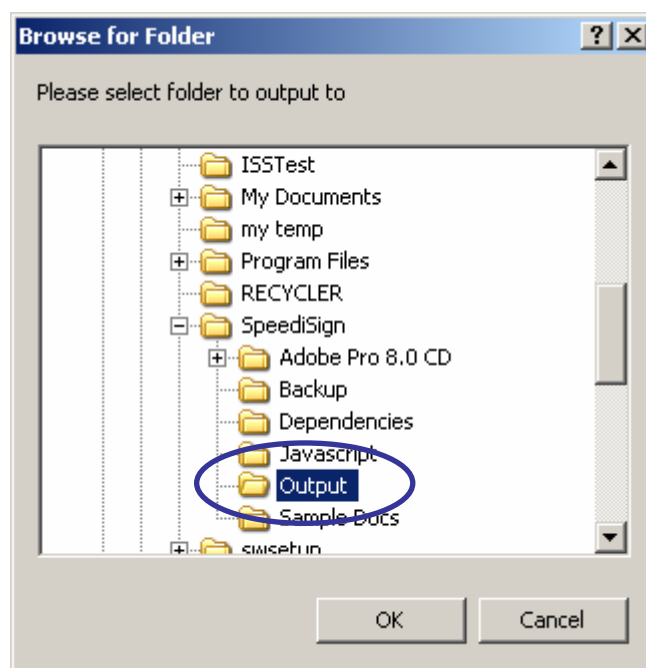


Figure 19. – Browse For Folder – Output File Location

The output folder location will now appear as per the example below.

Click **OK** and you will be returned to the SpeediSign™ screen.



Figure 20. – Output File Location

Delete Original Files

If you select the 'Output File Location' option then the 'Delete original files' option becomes enabled.

If you wish to delete the original files selected for signing then select the 'Delete Original Files' check box option as shown overleaf.



Figure 21. – Delete Original Files Selected

Backup File Location

You have the option to save the original files selected for signing to be placed in a specified backup location.

This is particularly useful if you have selected the option to delete original files or if you have not specified an output folder location.

To select a backup file location click the **Browse...** button within the 'Backup file location' section.

A new window will appear. You must browse to the drive where your desired backup folder is located and select it.

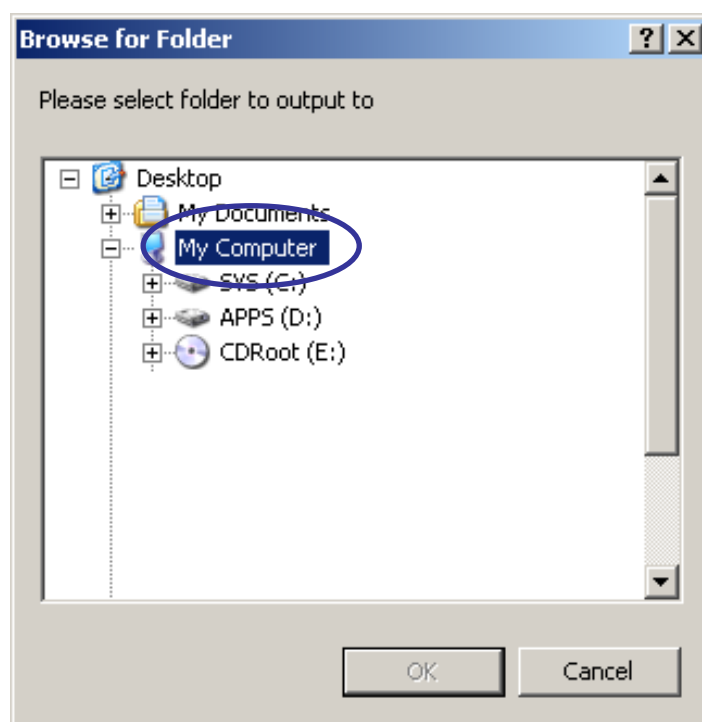


Figure 22. – Browse For Drive of Backup File Location

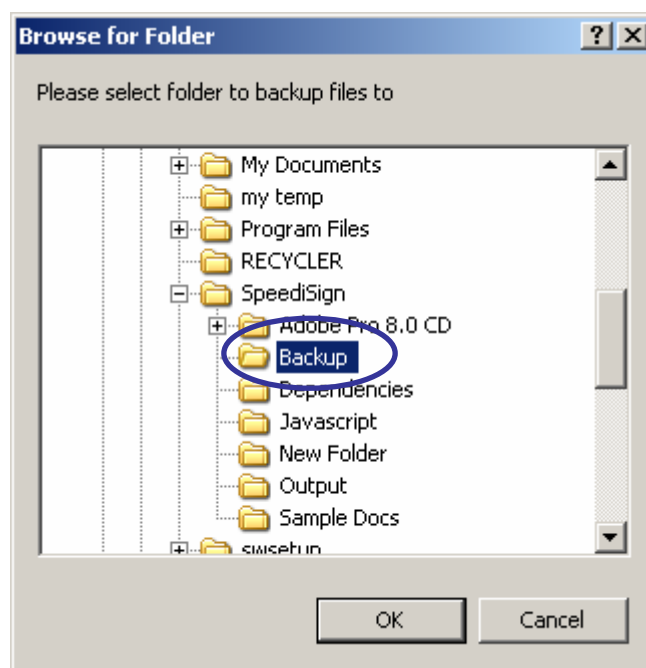


Figure 23. – Browse For Folder of Backup File Location

Click **OK** and you will be returned to the SpeediSign™ screen.

The backup folder location will now appear as per the example overleaf.

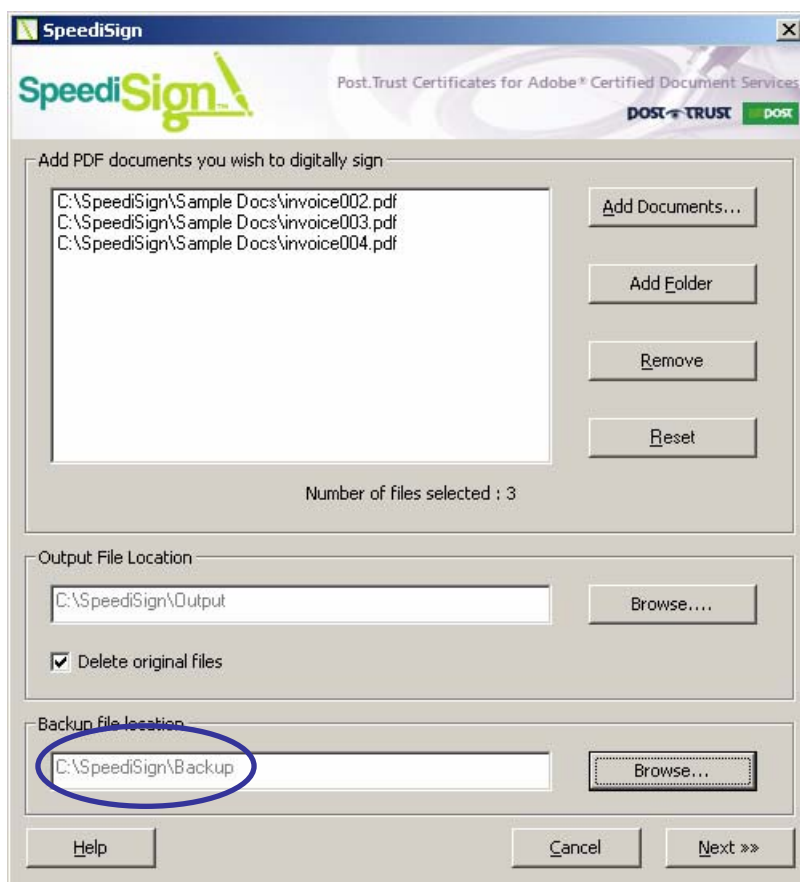


Figure 24 – Add documents – Backup File Location Selected

No Files Selected to Sign

If you click **Next** without defining any files for signing then an application warning screen will appear.

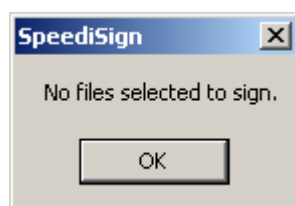


Figure 25 – No Files Selected

Section 2 – Signing Profile Attributes

Once the file and/or folder options have been select you are ready to click **Next** and proceed to the next section where the following screen will appear.

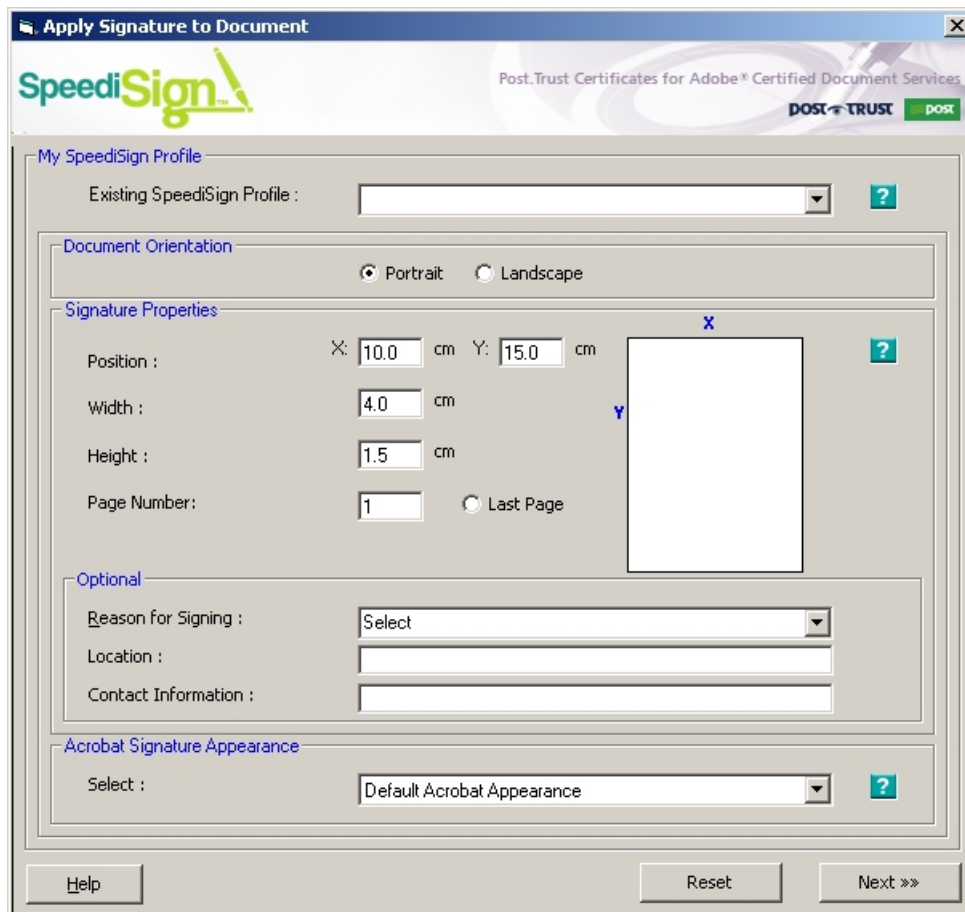


Figure 26. – My SpeediSign™ Profile

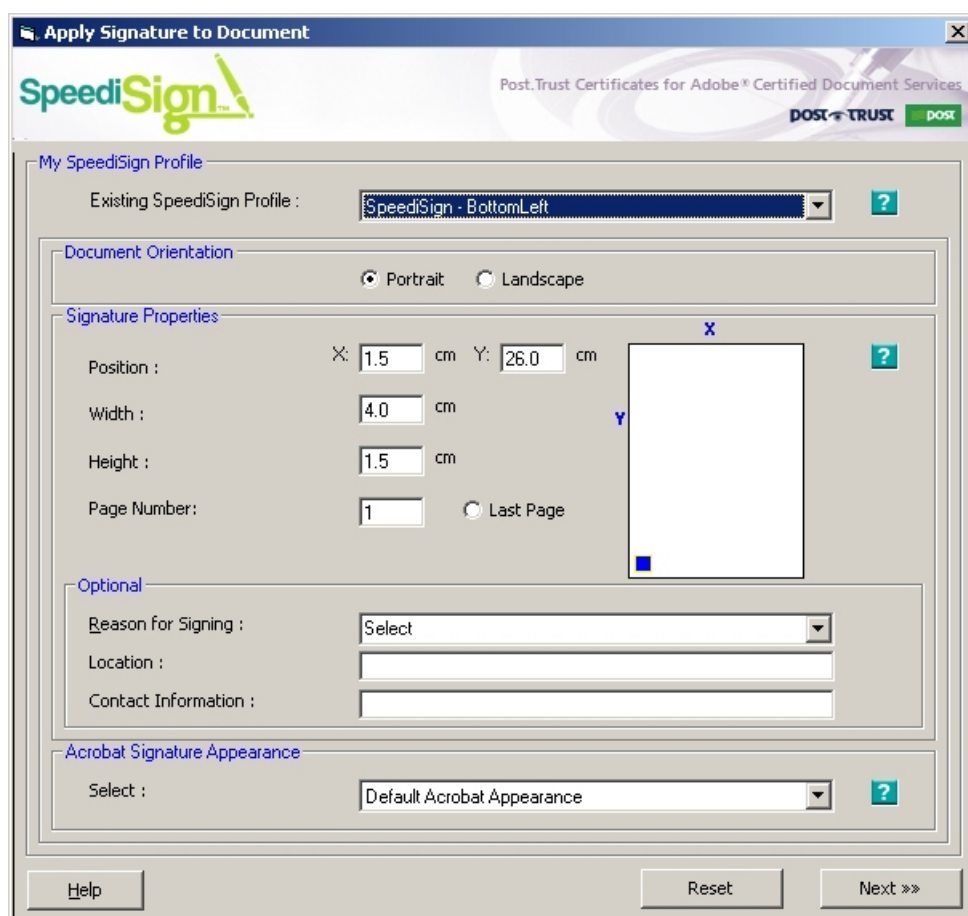
Existing SpeediSign™ Profile

The first option you see on the above screen is the 'Existing SpeediSign™ Profile'. When you run SpeediSign™ for the first time this dropdown menu is pre-populated with three default profiles;

- SpeediSign – BottomLeft
- SpeediSign - BottomRight
- SpeediSign - BottomCenter

You can use these profiles as a starting point for creating other profiles. Should you make any additional changes on this screen when you click **Next** you will be prompted to save it as a new profile. The next time you use SpeediSign™, that profile will now be listed in the 'Existing SpeediSign™ Profile' dropdown menu.

In the screen below you will see the 'SpeediSign – BottomLeft' option has been selected. Note the position of the blue box on the document canvas. This illustrates the position of the signature. This is discussed in more detail later in the manual.



Apply Signature to Document

SpeediSign™ Post.Trust Certificates for Adobe® Certified Document Services

My SpeediSign Profile

Existing SpeediSign Profile : SpeediSign - BottomLeft ?

Document Orientation

☒ Portrait ☐ Landscape

Signature Properties

Position : X: 1.5 cm Y: 26.0 cm ?

Width : 4.0 cm

Height : 1.5 cm

Page Number : 1 ☐ Last Page

Optional

Reason for Signing : Select

Location :

Contact Information :

Acrobat Signature Appearance

Select : Default Acrobat Appearance ?

Help Reset Next >>

Figure 27. – SpeediSign – BottomLeft Profile

Document Orientation

Your second option is 'Document Orientation'. Choose either A4 Portrait or A4 Landscape by clicking the appropriate radio button. By default the document is displayed in portrait here.

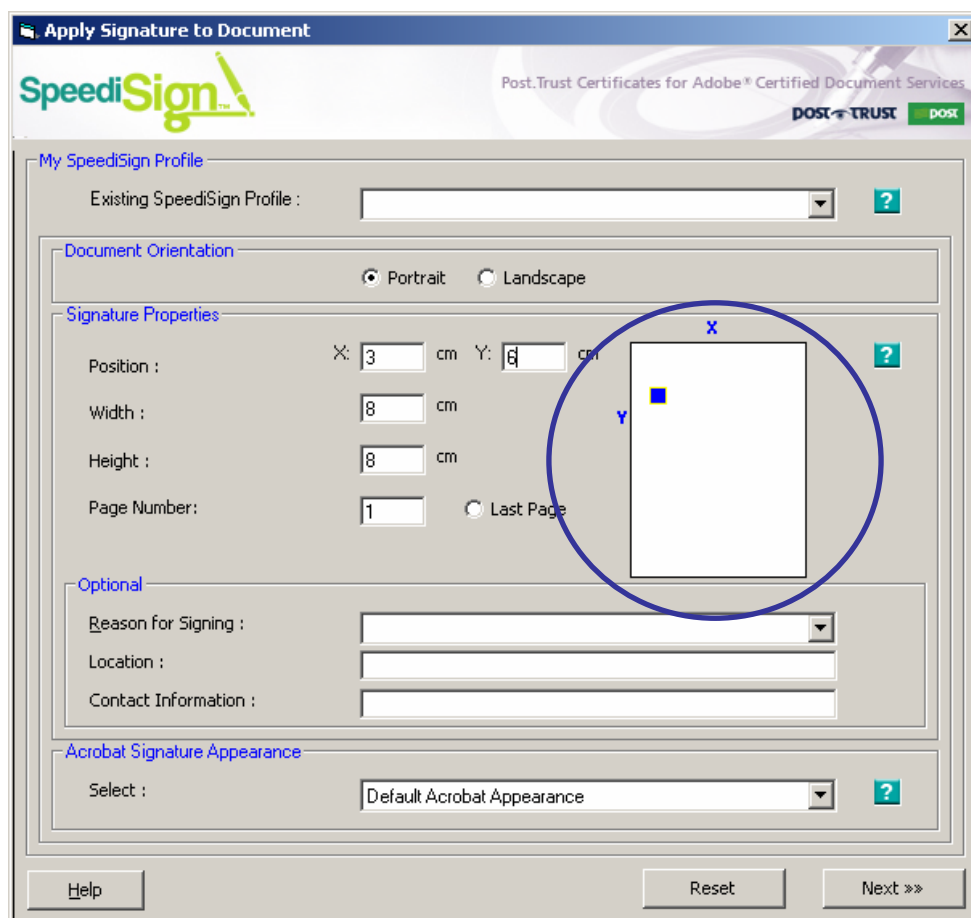


Figure 28. – Document Orientation

Signature Properties

Position

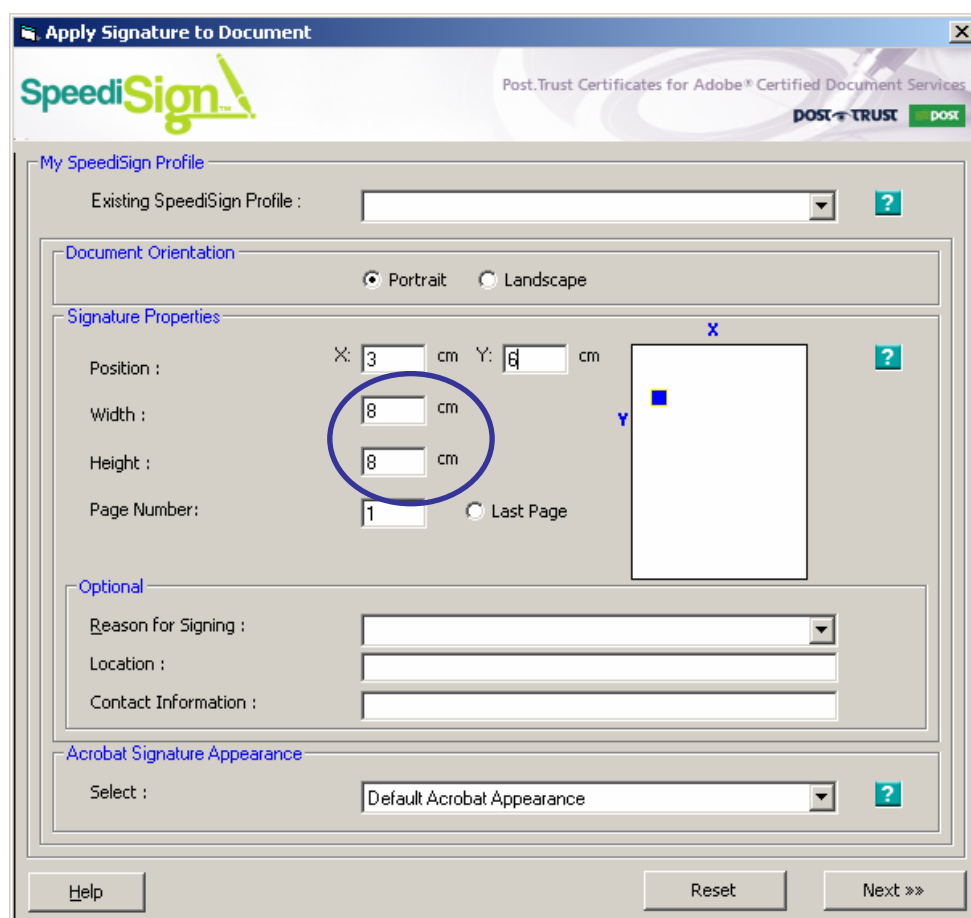
Within the signature properties section is the position option. This option is defined by X and Y co-ordinates that are defined by their distance from the top of the page (X) and the side of the page (Y). SpeediSign signature positioning assumes a default page size of A4.

If you want to specify the location of your signing profile that will appear on the document then place your mouse pointer into the A4 page and click the point where you want the top-left-hand-side of the signature to appear.

In the example below you will see that the X and Y co-ordinates will change. You can further refine the signature position by manually entering the X and Y values.

Signature Width and Height

Width and Height entry box options also exist. By default these values are set to 4cm and 1.5 cm. You can modify these values, as highlighted in the screen below, to select the signature size of your choice.



Apply Signature to Document

SpeediSign™

Post.Trust Certificates for Adobe® Certified Document Services

POST TRUST post

My SpeediSign Profile

Existing SpeediSign Profile : ?

Document Orientation

☒ Portrait ☐ Landscape

Signature Properties

Position : X: 3 cm Y: 6 cm

Width : 8 cm

Height : 8 cm

Page Number : 1 ☐ Last Page

Optional

Reason for Signing :

Location :

Contact Information :

Acrobat Signature Appearance

Select : Default Acrobat Appearance ?

Help Reset Next >>

Figure 29. – Signature Properties – Width and Height

Page Number

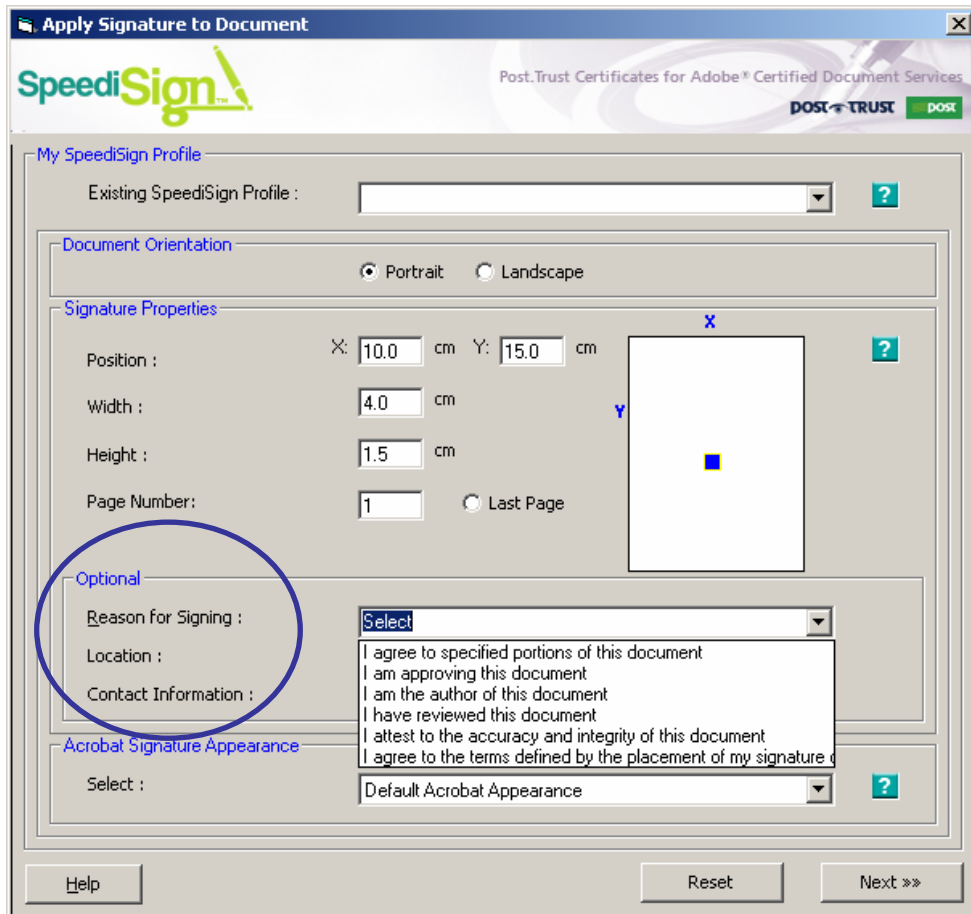
You can also select a page on which the signature should appear. By default this signature is set to appear on the first page. If your PDFs have more than one page then you can select the specific page number where you want the signature to appear.

Note that if you select multiple Adobe® PDF documents with varying pages and you specify a page number that does not exist in one of the selected Adobe® PDF documents then it will cause an error and the batch process will stop.

You can also select the last page as the signature appearance location.

Optional Settings – Reason for Signing

You can embed a reason for signing to appear in the signature field by selecting in of the predefined reasons or enter a reason of your choice.



Apply Signature to Document

SpeediSign™
Post.Trust Certificates for Adobe® Certified Document Services
POST TRUST post

My SpeediSign Profile

Existing SpeediSign Profile :

Document Orientation

☒ Portrait ☐ Landscape

Signature Properties

Position : X: cm Y: cm

Width : cm

Height : cm

Page Number : ☐ Last Page

Optional

Reason for Signing :

Location :

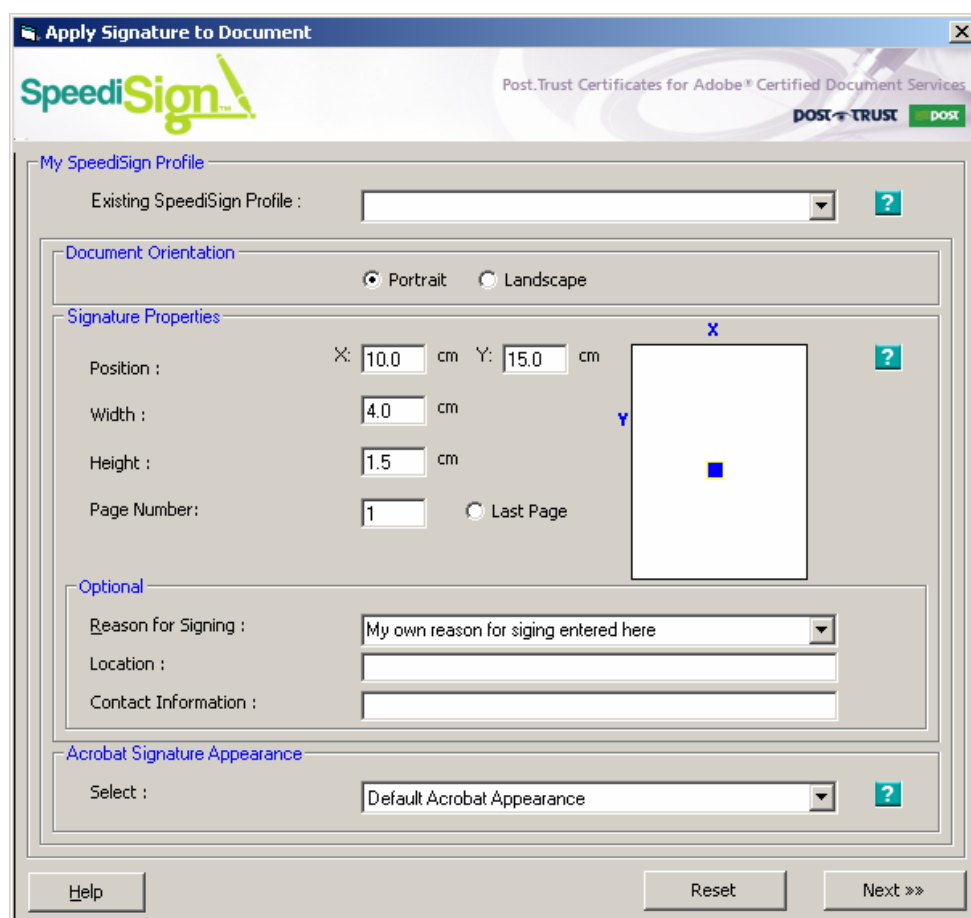
Contact Information :

Acrobat Signature Appearance

Select :

Help Reset Next »

Figure 30. - My SpeediSign™ Profile - Reason for signing



Apply Signature to Document

SpeediSign™

Post.Trust Certificates for Adobe® Certified Document Services

POST TRUST post

My SpeediSign Profile

Existing SpeediSign Profile : ?

Document Orientation

☒ Portrait ☐ Landscape

Signature Properties

Position : X: cm Y: cm

Width : cm

Height : cm

Page Number : ☐ Last Page

Optional

Reason for Signing : ?

Location :

Contact Information :

Acrobat Signature Appearance

Select : ?

Help Reset Next >>

Figure 31. - My SpeediSign™ Profile – Reason for signing selected

Optional Settings - Location

You can embed a location detail to appear in the signature field by entering a location of your choice. For example, this might be your physical business address.

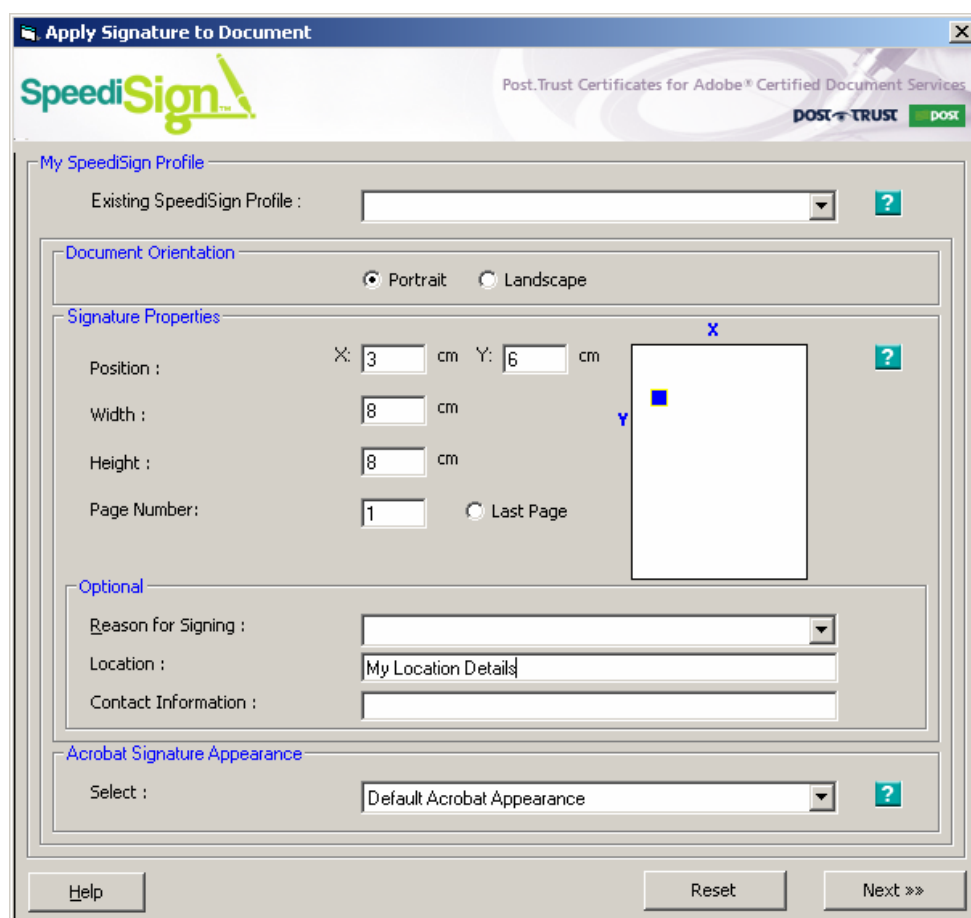
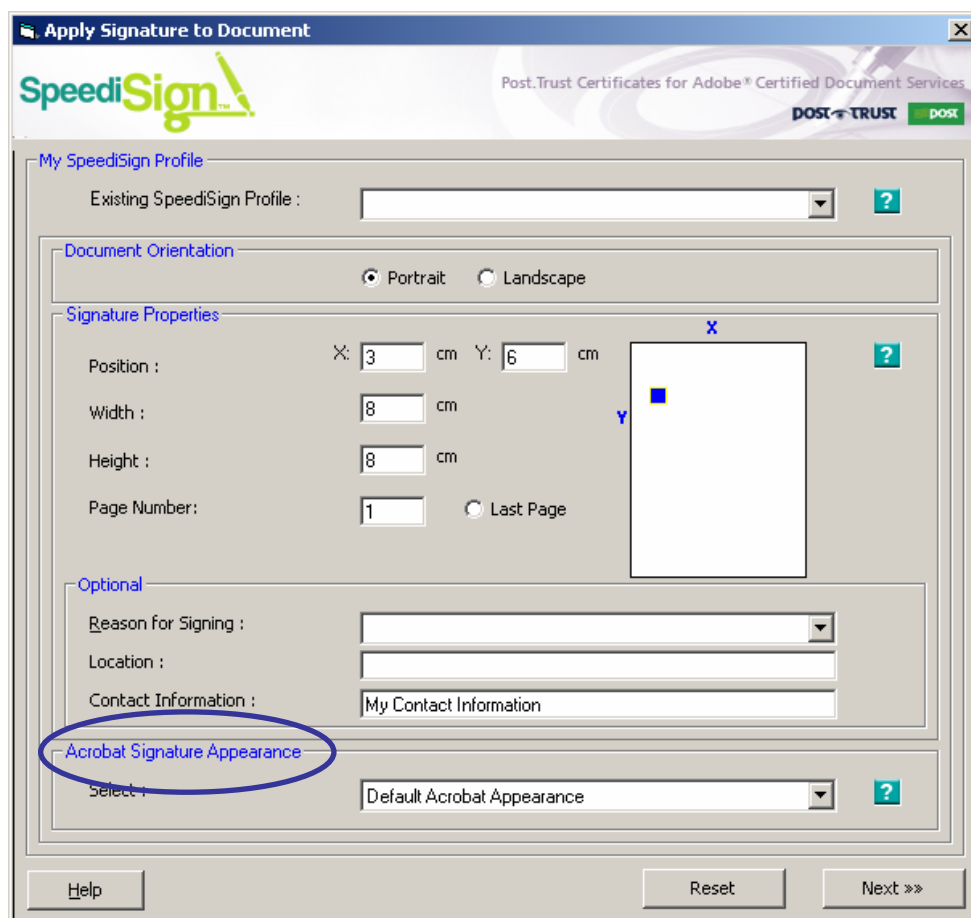


Figure 32. – My SpeediSign™ Profile - Location

Optional Settings - Contact information

You can embed contact information details to appear in the signature field by entering contact details of your choice. For example this could be your email address or telephone number.



Apply Signature to Document

SpeediSign™

Post.Trust Certificates for Adobe® Certified Document Services

POST TRUST post

My SpeediSign Profile

Existing SpeediSign Profile : ?

Document Orientation

☒ Portrait ☐ Landscape

Signature Properties

Position : X: 3 cm Y: 6 cm

Width : 8 cm

Height : 8 cm

Page Number : 1 ☐ Last Page

Optional

Reason for Signing :

Location :

Contact Information : My Contact Information

Acrobat Signature Appearance

Select : Default Acrobat Appearance ?

Help Reset Next >>

Figure 33. – My SpeediSign™ Profile – Contact Information

Adobe Signature Appearance

The Signature Appearance is created within Adobe Acrobat Professional. How to create a signature appearance is covered in a separate user guide entitled '**Acrobat Signature Appearance Configuration.pdf**' available in the InfoCentre at <http://www.post.trust.ie>.

For the purposes of this user manual we will use the Default Acrobat Appearance.

Click **Next**.

Section 3 – Signing Process

After clicking **Next** you will be prompted to save the default SpeediSign™ Profile.

Click **Yes**.

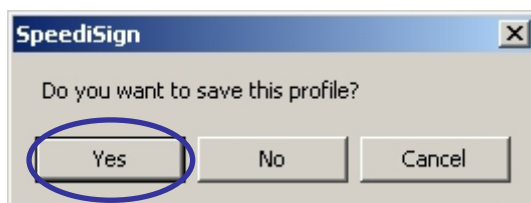


Figure 34. – Saving a SpeediSign Profile - Yes

You are now asked if you want to overwrite the profile that you started with i.e. SpeediSign – BottomLeft'. Click **No**.

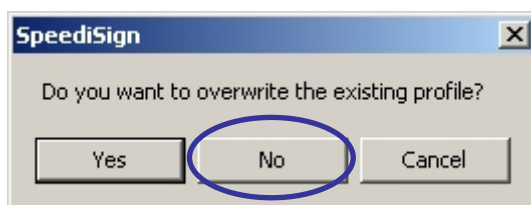


Figure 35. – Saving a SpeediSign Profile - No

You are now asked to enter in a profile name e.g. 'My Profile 01'.



Figure 36. – Saving a SpeediSign Profile – Profile Name

The SpeediSign Wizard will now access your secure USB token that the unique digital credential Post.Trust I.D.® was issued on. Make sure your unique digital credential token is inserted into your USB port.



Figure 37. – Post.Trust I.D. Digital Credential

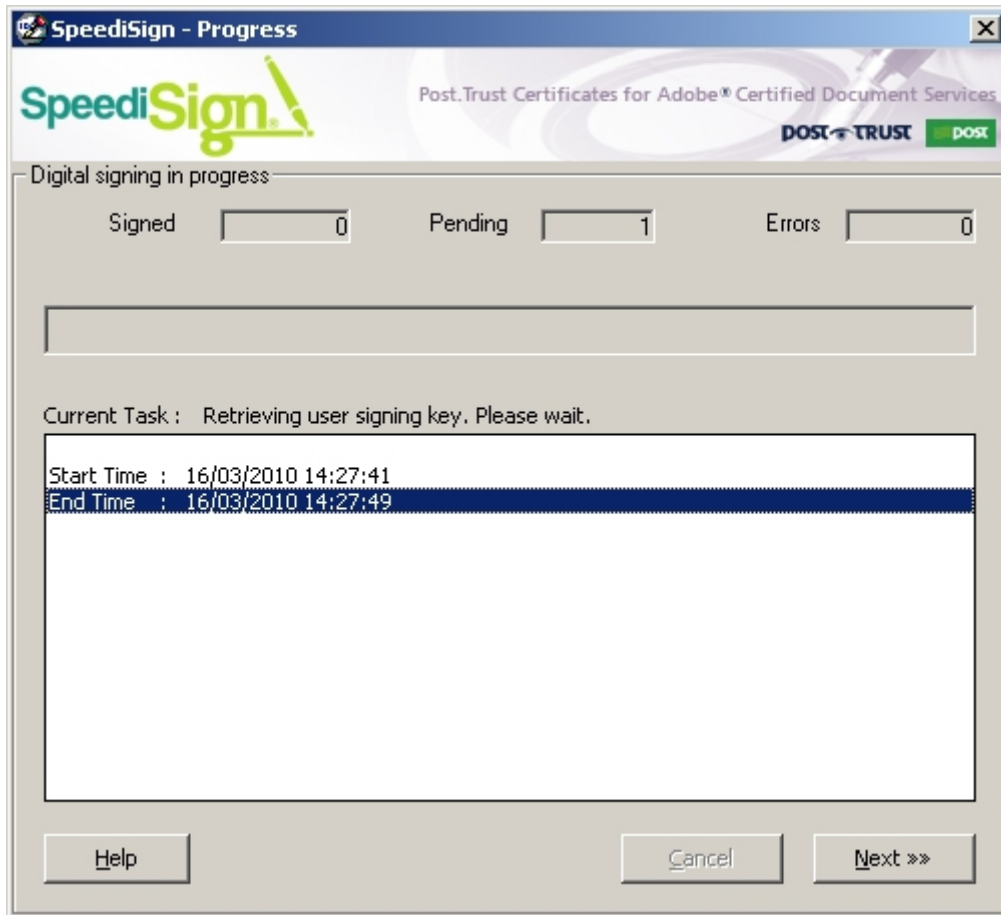


Figure 38. – Retrieving User Signing Key

If not already configured, you will then be issued with the following Security Warning window. Click the **Remember my action for this site** checkbox.

Click **Allow**.

You will only have to do this once. The next time you use SpeediSign™ you will not receive this Security Warning.

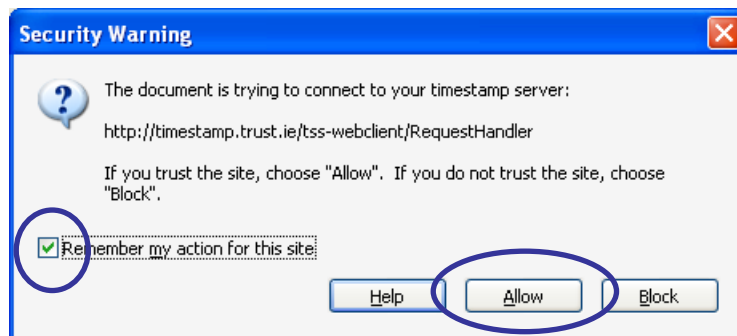


Figure 39. – Security Warning

The Token Login window will then appear. You are asked to enter your Passcode so the application can access your token and use your signing certificate.

Enter your Passcode. Click **OK** and the batch process will occur.

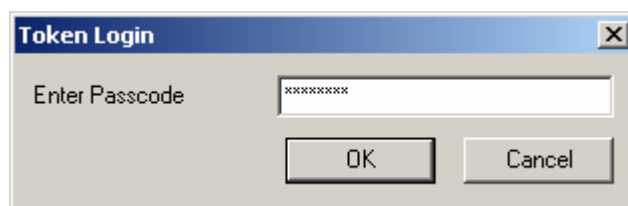


Figure 40. – Token Login – Enter Passcode

If the process completes successfully then the 'Current Task' pane will be updated.

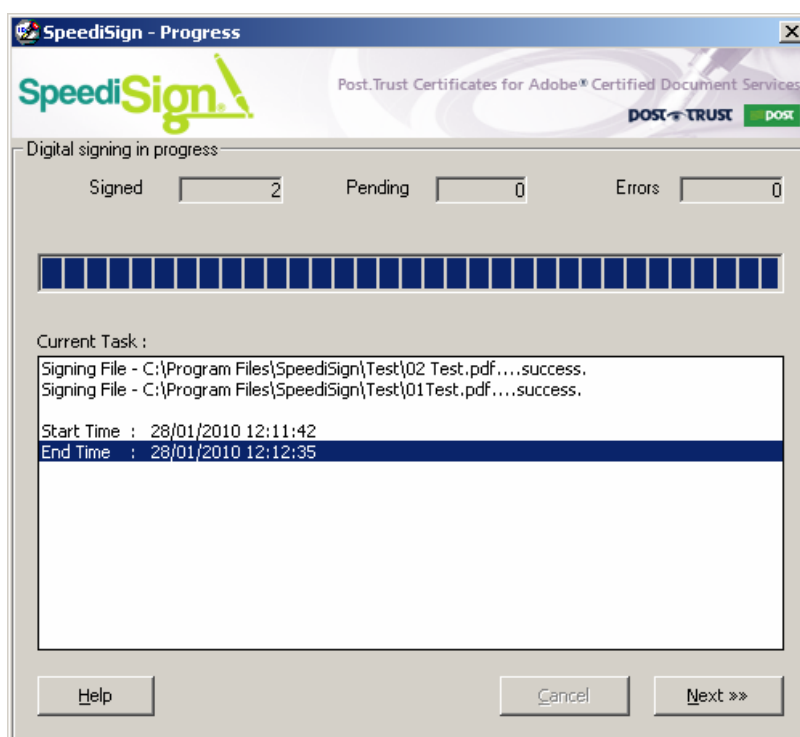


Figure 41. – Digital Signing in Progress

After signing is complete, the SpeediSign™ application will tell you how many signings have been used and when your Post.Trust I.D. digital credential will expire.



Figure 42. – Signing Complete

Note: If the number of files you selected in the batch process exceeds the license quota allowed then you will get the following warning.



Figure 43. – License quota warning

Signature Review

To review your electronic signature, browse to the 'Output File Location' you specified in the wizard and open one of the Adobe® PDF documents you signed. The signature should appear like this:

Digitally signed by Pierce Penfold
 DN: c=IE, email=trust@post.trust.ie, st=Dublin,
 l=Dublin, ou=Solicitor, ou=Legal Dept.,
 o=Penfold & Co. Solicitors, cn=Pierce Penfold
 Date: 2010.02.17 14:38:39 Z

Figure 44. – Default Acrobat Signature Appearance

Below is an example of how you can customise your signature appearance to include graphics and custom labels.



For more information on how to customise your signature appearance, please reference the user guide entitled '**Acrobat Signature Appearance Configuration.pdf**' which is available to download from the InfoCentre at <http://www.post.trust.ie>.

Section 4 - Errors

There are a number of circumstances that will result in an error being issued to the user. We will look at some of those errors in this section. To view the log details of an error click the **View Errors** button.



Figure 46. – Signing Complete - Errors

The screen below is typical of what the log details look like.

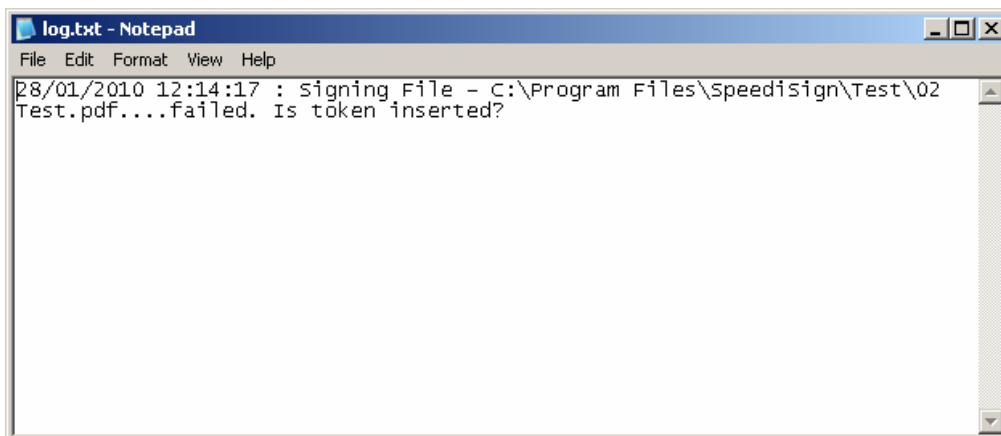


Figure 47. – Error log details

Adobe Acrobat Professional or Reader is open

The SpeediSign Wizard will not initialize correctly if Adobe Acrobat Professional or Reader is open prior to launching. You will be prompted to close all copies of Adobe Acrobat.

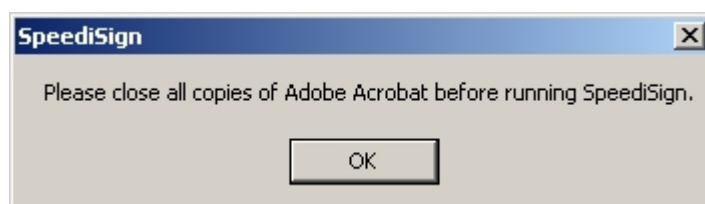


Figure 48. Close all copies of Adobe Acrobat

Certificate Mismatch

If the certificate used to sign a document is not authorised then an error will occur.

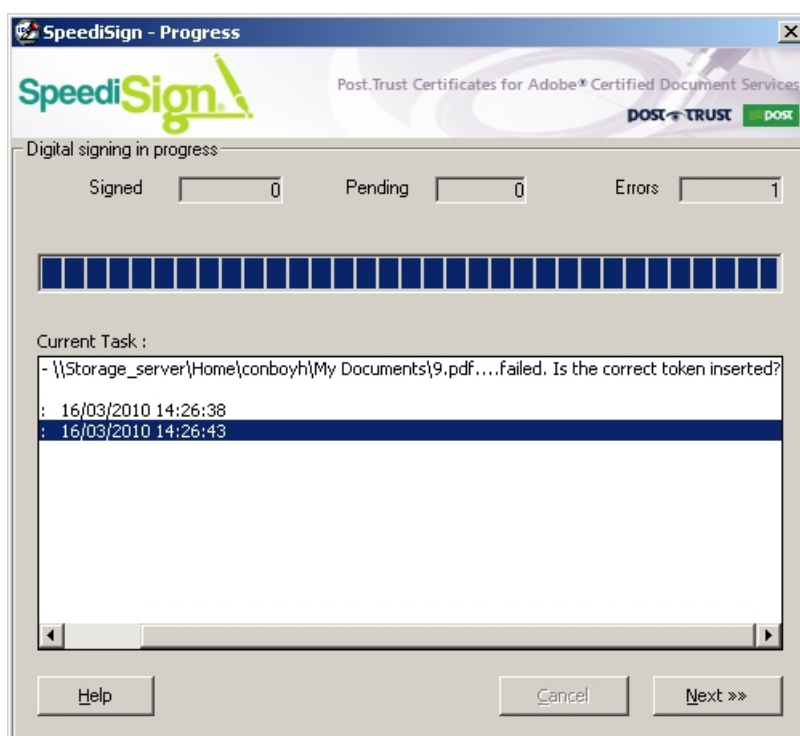


Figure 54. – Certificate Mismatch

Please refer to the guide entitled **SpeediSign Troubleshooting.pdf** in the Downloads section of the InfoCentre on www.post.trust.ie.

Token Not Found

If the token has not been inserted properly then the signing process will be unable to complete and an error will be issued to the user.

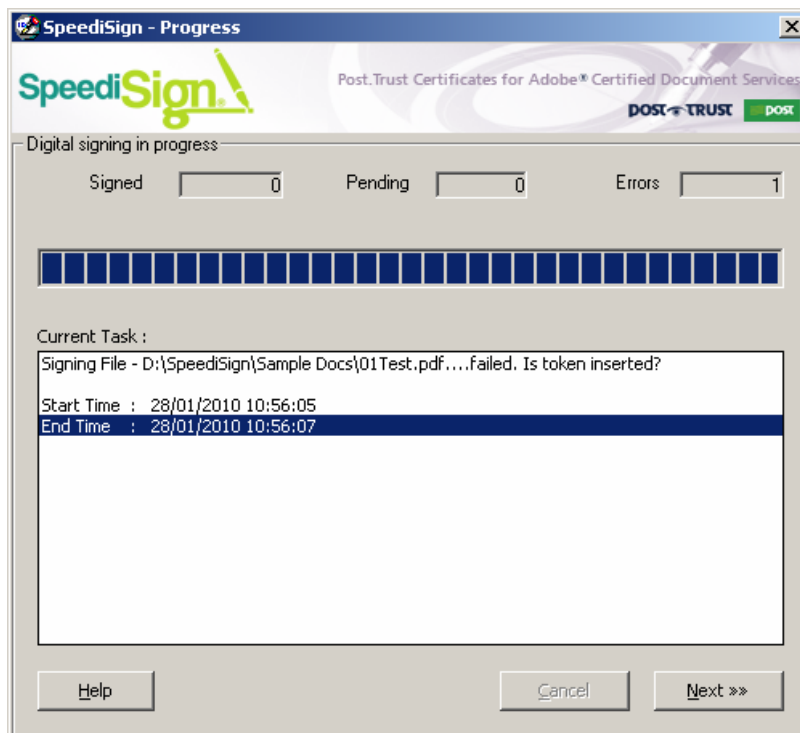


Figure 49. – Token not inserted

Token Revoked

If the token is in the Certificate Revocation List (CRL) SpeediSign will produce the following error.

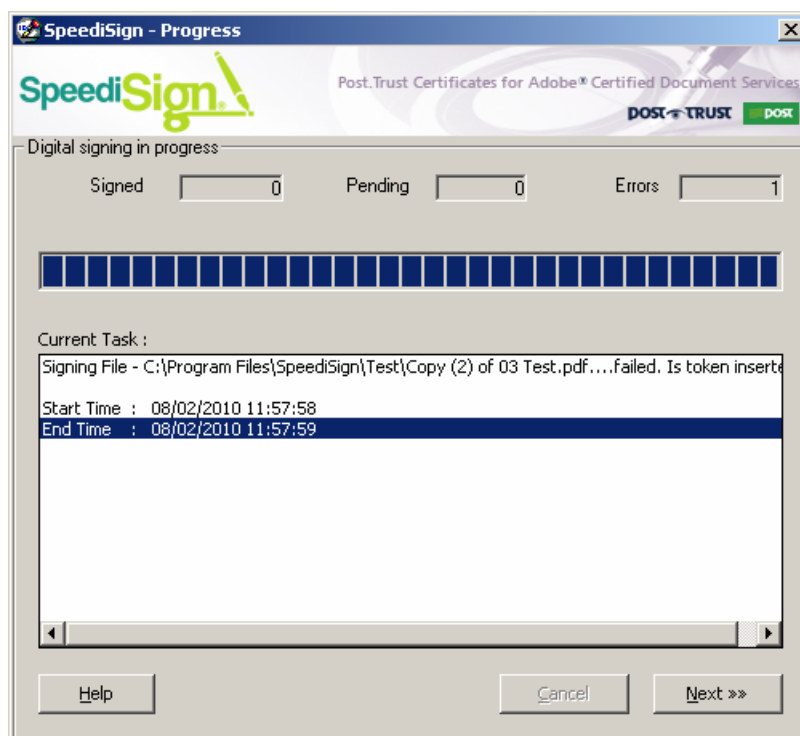


Figure 50. Close all copies of Adobe Acrobat

Note that in Adobe Professional 9.0 you will get the following error when you try to sign with a token that has been revoked.

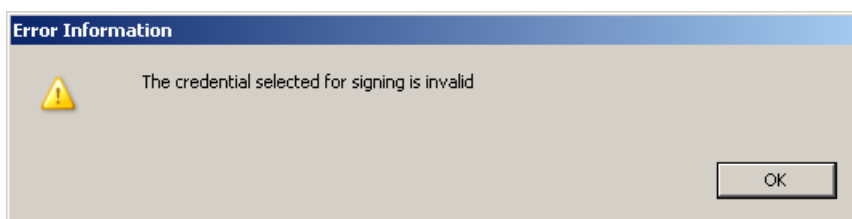


Figure 51. Close all copies of Adobe Acrobat

Signature Overlap

If you try to sign a PDF document in a location that is already signed then SpeediSign will produce the following error.

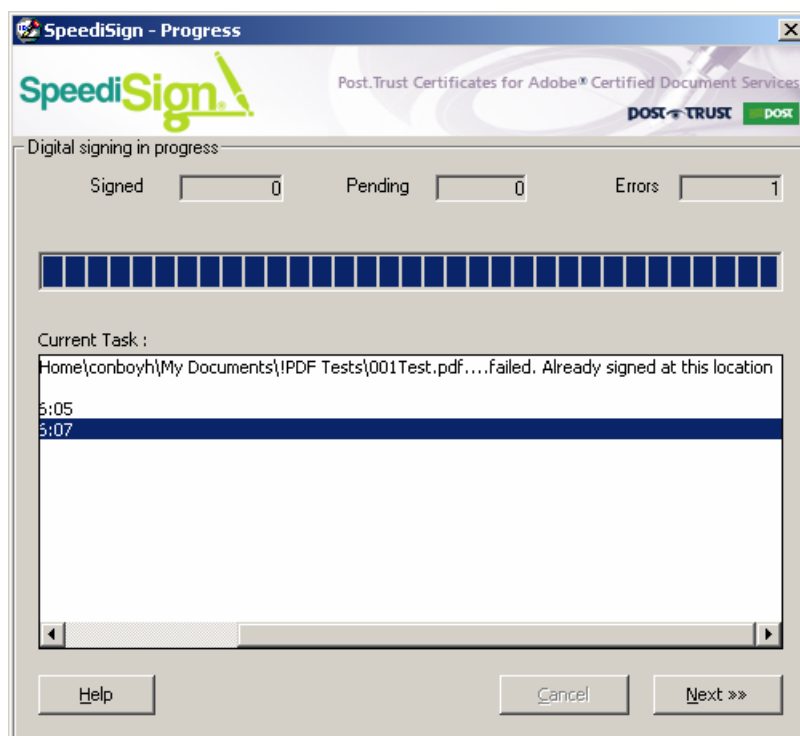


Figure 52. Signature3 Overlap Error

Choose a different signature location and sign the PDF document again. Note that signatures can overlap, but they can not overlap at the exact same X Y coordinates.

JavaScript Not Enabled

JavaScript must be enabled within the JavaScript options of Adobe Acrobat Professional.

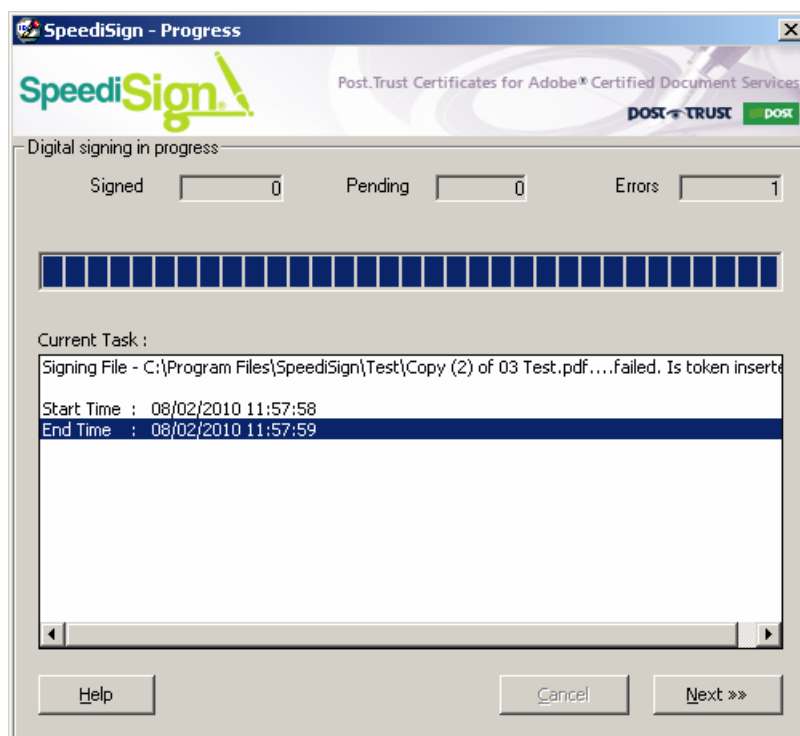


Figure 53. JavaScript Not Enabled

Please refer to the guide entitled **SpeediSign Troubleshooting.pdf**.

Section 5 - Further Reading

For further useful information resources, user manuals and user guides, visit the **Downloads** section of the InfoCentre on the Post.Trust website or call Post.Trust Customer Services Centre on +353 (0) 1890 617 171.

The terms and conditions which apply to use of SpeediSign™ are available on the Post.Trust website at the following location:
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